

UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF LAND USE COORDINATION  
Washington, D. C.

December 18, 1940.

MEMORANDUM NO. 69

MEMORANDUM FOR FIELD FLOOD CONTROL COORDINATING COMMITTEES:  
(Through S.C.S., F.S., and B.A.E.)

In view of the possible curtailment of funds available for flood control surveys during the next fiscal year, it is desirable that we develop alternative courses for the prosecution of the preliminary examinations and surveys after July 1. Accordingly, we are making the following suggestions and asking for information needed to formulate programs of work for F. Y. 1942.

We are not unduly concerned about the budget situation during the next fiscal year, and have every reason to believe that appropriations will be made to continue flood survey activities. However, we do anticipate some reduction and must, therefore, exercise greater care in selecting work to be done. Past experience has also shown the desirability of reappraising priorities well in advance of the beginning of a new fiscal year. It is for this reason that this memorandum is being sent to you. The information requested should be submitted before February 1, 1941.

Preliminary Examinations:

The Field Flood Control Coordinating Committees should submit, through chairman bureau channels, lists for the following:

(1) Preliminary examinations now under way which should and will be completed before June 30, 1941, with funds now available. This list will be considered a commitment by the committees as to their preliminary examination program for the remainder of the fiscal year 1941. If there are any watersheds on which material progress has been made and on which it is apparent that a detailed survey will not be recommended, every effort should be made to include them in this group.

(2) Preliminary examinations now under way which should be completed during the fiscal year 1942, but on which work can be suspended for the remainder of the current fiscal year. Deferred preliminary examinations most nearly completed should be given preference in this list.

(3) Preliminary examinations which have been initiated, but on which further work should be deferred until after the fiscal year 1942. A brief statement of the reasons



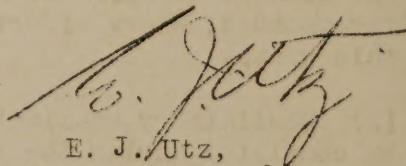
for putting preliminary examinations in this third category should accompany the list.

(4) Preliminary examinations not yet initiated but which, because of importance, should be given consideration in preparing the program of work for fiscal year 1942. The present policy that no new preliminary examinations shall be undertaken without special justification and authorization will remain in effect.

The total number of preliminary examinations to be carried out in the fiscal year 1942 (those in class 2 and 4 above) should not exceed three watersheds in any one coordinating committee area. For each watershed in lists 2 and 4, indicate its priority and give a brief justification statement, together with an estimate of the probable total cost to all three bureaus. It should be borne in mind that the selections made in Washington for the 1942 preliminary examination program will be largely determined by these statements.

Surveys:

Each Field Flood Control Coordinating Committee may suggest one survey for initiation in F. Y. 1942. It is strongly urged that the field recommend only watersheds of highest priority. No survey should be recommended unless a preliminary examination report, presenting an extremely favorable case, has been or will be submitted to Washington before April 1, 1941. The recommendation should be accompanied by a brief statement covering any additional justification beyond that given in the preliminary examination report, or stating that no additional justification is available. The statement should indicate the estimated cost and duration of the survey, especially if these estimates deviate from those in the preliminary examination report. The choice of surveys to be undertaken in F. Y. 1942 will be determined by the showing of importance and need made in the preliminary examination reports, in the statements requested at this time and such additional information as is submitted prior to the first of April.



E. J. Utz,  
In Charge, Flood Control,  
Office of Land Use Coordination.



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF LAND USE COORDINATION

Flood Control  
Washington, D.C.

December 24, 1941

MEMORANDUM NO. 70

MEMORANDUM FOR FLOOD CONTROL FIELD REPRESENTATIVES OF SOIL CONSERVATION SERVICE; FOREST SERVICE, AND BUREAU OF AGRICULTURAL ECONOMICS. (Through S.C.S., F.S. and B.A.E.)

Subject: Review and clearance of preliminary examination and survey reports at field and Washington levels

The procedure for review and clearance of preliminary examination and survey reports at the field and Washington levels has been considered, and the following procedure is to supersede item # 2, page 4, of Office Memorandum No. 23 dated May 9, 1941:

(a) As soon as the administering bureau completes the draft of a preliminary examination or survey report, a copy will be sent to each of the assisting bureau regional offices for the region in which the watershed is located. The report will be transmitted with a covering memorandum pointing out any important differences of opinion or recommendation between the assisting bureau representatives and the administering bureau representative. These reports should in all cases be forwarded to the officer in charge of the respective assisting bureau regional office.

(b) The assisting bureau field offices will review the reports from the standpoint of the conclusions reached, general policies involved, and methodology or data used within the particular field of the assisting bureau, (not detailed review of calculations, etc.) and will submit their comments, if any, in triplicate to the appropriate regional office of the administering bureau. A copy of the assisting bureau regional office comments will also be forwarded to the Washington office of that assisting bureau by the regional head of the assisting bureau.

(c) The field office of the administering bureau will consider the suggestions of the assisting bureau regional offices and include such parts of the recommendations as are acceptable to the administering bureau. One copy of the revised report and appendices will then be sent to the assisting bureau regional offices. Fifteen copies of the report and at least 9 copies of the appendices will be submitted concurrently to the Washington office of the administering bureau, with 2 copies of the assisting bureau field office comments.

(d) The Washington office of the administering bureau will review the reports and will then forward 3 copies of the report complete with appendices to each of the assisting bureau



Washington offices for review from the standpoint of the conclusions reached, general policies involved, and methodology or data used within the particular field of the assisting bureau (not detailed review of calculations, etc.). The assisting bureau Washington offices will promptly review the reports and submit their comments, if any, to the administering bureau Washington office in duplicate. All three copies of reports will be returned along with the comments in order that any necessary revisions may be made. The administering bureau will consider these suggestions, include those that are acceptable to it, and will submit 6 copies of the report complete with appendices to the Officer in Charge, Flood Control, accompanied by 1 copy of the comments of the Washington and field offices of the assisting bureaus. They will also transmit to the assisting bureaus 3 revised copies of the revised report, and 1 complete copy of the appendices.

(e) The Officer In Charge, Flood Control, will turn the report over to the Technical Review Board. The Review Board will review the report and recommend to the Officer In Charge, Flood Control, its approval or needed revisions. If the Officer In Charge, Flood Control, approves the Review Board recommendations, he will notify the administering bureau and will also send copies of the recommendations to the assisting bureaus for information.

(f) If revisions are necessary, the administering bureau will arrange for such revision. When the report is revised, one copy shall be sent to each of the assisting bureau Washington offices. Six copies of the revised report will be sent to the Officer In Charge, Flood Control. When the revised report is satisfactory to the Officer In Charge, Flood Control, arrangements will be made with the administering bureau for duplication of additional copies for necessary distribution. All survey reports and all negative preliminary examination reports will be submitted to the Secretary by the Chief of the administering bureau, with the concurrence of the Officer In Charge, Flood Control, who will clear the submission with the assisting bureau offices.

When the Officer In Charge, Flood Control, requests specific data to be collected by the administering bureau in connection with a preliminary examination or survey report, it will not be necessary for the administering bureau to obtain clearance or review by the assisting bureaus.

*C P Barnes*

Acting In Charge, Flood Control  
Office of Land Use Coordination